Zanesville, Ohio / Remote

RELATED EXPERIENCE

Independent Contractor	
May 2021 – Present	
Title: Environmental Professional	

- Conduct field investigations and prepare reports for Phase I Environmental Site Assessments in accordance with ASTM Standard E1527-13.
- Remote author / "Ghost-writer" for environmental due diligence investigations where field data has previously been collected.
- Conduct desktop Pre-acquisition Environmental Database Search's in accordance with 40 CFR 312 and 33 CFR 137 for client's easement and acquisition due diligence needs.
- Work remotely as an Independent Contractor to provide due diligence reviews within specified time constraints and scopes of work.
- Provide miscellaneous Project Management to both Environmental emergency response projects and planned industrial/commercial projects.

HEPACO, LLC	Groveport, Ohio
July 2019 – May 2021	
Title: Project Manager	Environmental/Industrial Services

- Managed Emergency Response environmental cleanups and planned industrial projects.
 - Acted as primary point of contact for new and repeat clients.
 - Coordinated scope and schedule with crews.
 - Procured equipment, rentals, and subcontractors.
 - Started new jobs, approved time sheets, processed vendor invoices, and prepared billings.
 - Provided clients with billing summaries and updates throughout the project lifespan.
 - Managed change orders.
 - Handled project issues and disputed costs.
- Created proposals for new project opportunities.
- Assisted with Business Development of the Groveport office by emailing and cold calling new potential clients and participating in pre-bid walkthroughs.
- > Prepared monthly Work-In-Progress reports and calculate project margins.

Pickering Associates	Parkersburg, West Virginia
May 2014 – June 2019	
Title: Environmental Scientist	Department: Civil Engineering

- > Performed Phase I Environmental Site Assessments (ESA) in accordance with ASTM E1527-13.
- Conducted Phase II ESA subsurface investigations utilizing third party drilling rigs and laboratory analysis.
- > Delineated the boundaries of streams and wetlands within sites being designed for development.
- Processed Clean Water Act Section 404 and 401 permitting and associated consultations.
- > Identified mitigation opportunities, develop mitigation plans, and provide onsite mitigation oversite.
- Coordinated all ArcGIS cartography tasks affiliated with the Civil Engineering department.
- Conducted Indiana Bat roost tree habitat surveys and develop conservation plans when required.
- Reviewed the integrity of post construction erosion and sediment control BMP's on construction sites.
- Inspected, registered, and certified Aboveground Storage Tanks.
- Drafting and minor civil design using Autodesk Civil 3D software.

Pickering Associates

Parkersburg, West Virginia

December 2017 – June 2019 Title: Project Manager

Department: Project Management Office

> Management of multi-disciplined engineering/architectural design projects.

- Develop project scope, schedule, and budget.
- Coordinate internal design team deliverables.
- Single point of contact for client relations.
- Create project construction schedules with Microsoft Project software.
- Utilize 3D project models to facilitate client reviews.
- Coordination of sub-consultants & monthly review/approval of billing invoices.
- Construction Administration
- Supervisor of Document Controls Specialist & 3D scanning team lead.
- Marketing through cold calls, new client meetings, and RFQ interviews.

Ohio Department of Natural Resources, Division of Soil & Water Reso	Marietta, Ohio	
February 2011 – May 2014		
Title: Watershed Coordinator	Friends of Lower N	<u> Muskingum River</u>

- Worked with multiple stakeholder groups to develop a Watershed Action Plan that was fully endorsed by the State of Ohio.
- Supervised three OSM/AmeriCorps VISTA positions and one Marietta College intern.
- > Leveraged funding for projects and events through grant writing and fundraising.
- > Managed ArcGIS database and all organizational related mapping.
- > Performed watershed education programs for various schools, clubs and organizations.
- Maintained and updated FLMR's website.

Appalachian Coal Country Team	Marietta, Ohio
May 2010 - January 2011 Title: Office of Surface Mining (OSM)/AmeriCorps VISTA	Friends of Lower Muskingum River
Rural Action Incorporated	Marietta, Ohio
<i>May - August 2009</i> Title: AmeriCorps VISTA Summer Associate Internship	Friends of Lower Muskinaum River

EDUCATION

Marietta College (2005-2009) Bachelor of Science

Marietta, Ohio Major: Environmental Science

SPECIALIZED TRAINING

- o HAZWOPER 8 Hr Refresher
 - HEPACO (January 12, 2021)
- o Project Definition Rating Index Training
 - Valency, Construction Industry Institute (January 16, 2019)
- Hazardous Waste Operations and Emergency Response 40 hours
 - Ohio Bureau of Workers Compensation (September 22, 2017)
- o Principles of Wetland Design
 - Swamp School, LLC (July 13, 2017)
- Certified Wetland Hydrologist
 - Swamp School, LLC (April 03, 2016)
- o Certified Wetland Botanist
 - Swamp School, LLC (December 10, 2015)
- 38 Hour Army Corps of Engineers Wetland Delineation Program
 Richard Chinn Environmental Training, Inc. (July 2014)
- Primary Headwater Habitat Training Ohio EPA (May 8, 2012)
- Habitat Assessment Method Training, Level 2 QHEI
 - Ohio EPA Credible Data Program (October 6, 2011)
- Biological Method Training Level 2 Macroinvertebrate
 - Ohio EPA Credible Data Program (June 22, 2011)

COMPUTER SOFTWARE SKILLS

- ESRI ArcGIS
- Quire
- Parcel
- Autodesk
 - o AutoCAD
 - o Civil 3D
 - ReCap Pro & ReCap Photo
 - Navisworks (Including 4D Scheduling)
- Microsoft Office (Word, Excel, PowerPoint, Teams, Project, OneDrive)